



California State Board of Pharmacy
1625 N. Market Blvd, Suite N219, Sacramento, CA 95834
Phone (916) 574-7900
Fax (916) 574-8618
www.pharmacy.ca.gov

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF CONSUMER AFFAIRS
GOVERNOR EDMUND G. BROWN JR.

INSTRUCTIONS FOR FILING A NON-RESIDENT PHARMACY APPLICATION

Please follow these instructions completely. Failure to submit the necessary items will delay the processing of your application. Please allow approximately 90 days from the time your application packet is complete before calling the Board of Pharmacy.

Any forms or documents that have been previously submitted to the Board will not be pulled from the original file. You must complete and submit all of the requested information.

If you would like notification that the board has received your application, please submit a stamped postcard addressed to yourself.

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| Section A | Requirements for all applicants |
| Section B | Forms required for an applicant who is filing as an individual owner |
| Section C | Forms required for an applicant whose ownership is a partnership |
| Section D | Forms required for an applicant who is filing as a corporation |
| | <ol style="list-style-type: none">1. For profit2. Non profit3. Publicly traded corporation |
| Section E | Forms required for an applicant who is filing as a limited liability company |
| Section F | Requirements for change of location only (no ownership change) |

CHECKLIST FOR FILING AN NON-RESIDENT PHARMACY APPLICATION

Section A All Applicants

- [] 1. Application (17A-57) and non-refundable processing fee of \$400.
- [] 2. Ownership form
 - a. Corporation (17A-33)
 - OR**
 - b. Partnership or Individual (17A-34)
- [] 3. Financial Affidavit in Support of Application (17A-2)
(NOTE - Not needed for a change of location or non-profit organization)
- [] 4. Copy of lease agreement if the pharmacy premises is leased

If the premises is leased, rented or occupied by any person who is licensed in California to prescribe, a statement from the corporate attorney regarding prescriber control must be submitted.
- [] 5. Seller's Certification for a Pharmacy (17A-8) (If applicable)
This is only required for an application for a change of ownership and it must be submitted by the prospective owner(s).
- [] 6. Approved wholesale credit application or wholesale agreement
(NOTE - Not needed for a non-profit organization)
- [] 7. A copy of the last inspection report.
- [] 8. A statement indicating that you maintain records of controlled substances or dangerous devices dispensed to California patients, so that those records are readily retrievable from other drugs dispensed.
- [] 9. Two prescription labels that include a toll free number.
- [] 10. A list of pharmacists and their license numbers for those who fill prescriptions for California residents.
- [] 11. An original letter from your state board verifying your state license is current and in good standing. The state seal must be embossed on the letter.
- [] 12. Certification of Personnel (17A-11) and two completed fingerprint cards along with a \$51 processing for the pharmacist-in-charge (see fingerprint instructions on page 7).

Section B Individual Owner who is not incorporated

In addition to items listed in Section A,

- [] 1. The individual owner must submit:
- Certification of Personnel (17A-11)
 - Individual Personal Affidavit (17A-27)
 - Individual Financial Affidavit (17A-26)
 - Two completed fingerprint cards along with a \$51 processing (see fingerprint instructions on page 7)

Section C Partnership

In addition to items listed in Section A, the following must be submitted:

- [] 1. Each partner must submit:
- Certification of Personnel (17A-11)
 - Individual Personal Affidavit (17A-27)
 - Individual Financial Affidavit (17A-26)
 - Two completed fingerprint cards along with a \$51 processing (see fingerprint instructions on page 7)
- [] 2. Signed Partnership Agreement

If the partners are a corporation or a limited liability company (LLC), then complete and provide the same documents required of corporations (see section D).

Section D Corporations

The first line corporation over the pharmacy needs to complete a form 17A-33. Each remaining parent corporation, over the first line corporation, needs to complete a form 17A-33A.

For Profit

For the named corporation on the application and any corporation that is the parent of, or who owns an interest in, the corporation named on the application, the following is required:

- [] 1. Each corporate officer, major shareholder, and director must submit:
 - Certification of Personnel (17A-11)
 - Individual Personal Affidavit (17A-27)
 - Individual Financial Affidavit (form 17A-26)
 - Two completed fingerprint cards along with a \$51 processing (see fingerprint instructions on page 7)
- [] 2. Certification of Personnel (17A-11 for the pharmacist-in-charge)
- [] 3. Articles of Incorporation **endorsed** by the Secretary of State.
- [] 4. Statement
 - a. Statement of Information **endorsed** by the Secretary of State. An endorsed copy must be requested from the Secretary of State.

OR

- b. Statement by Foreign Corporation (form S/O 350) **endorsed** by the California Secretary of State. **This is only required if the corporation has any bank accounts in California; any corporate officers reside in California, or any pharmacies owned by the corporation are located in California.**
- [] 5. By-laws

Non-Profit

For the named corporation on the application and any corporation that is the parent of, or who owns an interest in, the corporation named on the application, the following is required:

- ☐ 1. Statement of Information **endorsed** by the Secretary of State.
- ☐ 2. By-laws
- ☐ 3. Articles of Incorporation **endorsed** by the Secretary of State.
- ☐ 4. Each corporate officer, shareholder, and director must submit:
 - Certification of Personnel (17A-11)
- ☐ 5. Certification of Personnel (17A-11) for the pharmacist-in-charge

Publicly Traded Corporation

- ☐ 1. A copy of the corporation's 10K filing with the Securities Exchange Commission.
- ☐ 2. A list of the five largest shareholders who own 5% or more of stock that requires a filing with the Securities Exchange Commission.

If the shareholder is an individual, include name, title and professional license (if applicable). Also, identify if the shareholder is a bank, trust company or financial institution to which a license is issued in a fiduciary capacity

Section E Limited Liability Companies

In addition to items listed in Section A, the following must be submitted:

- ☐ 1. Each corporate officer, major shareholder, and director must submit:
 - Certification of Personnel (17A-11)
 - Individual Personal Affidavit (17A-27)
 - Individual Financial Affidavit (form 17A-26)
 - Two completed fingerprint cards along with a \$51 processing (see fingerprint instructions on page 7)
- ☐ 2. Certification of Personnel (17A-11 for the pharmacist-in-charge)
- ☐ 3. Articles of organization.
- ☐ 4. Operating Agreement/Limited Liability Company Agreement.

Section G Change of Location ONLY (no ownership change)

- [] 1. Application (17A-57) and the non-refundable processing fee of \$100.
- [] 2. Ownership
 - a. Corporation (17A-33) **OR**
 - b. Partnership or Individual (17A-34)
- [] 3. Copy of the lease agreement.
- [] 4. Each corporate officer, shareholder, and director must submit:
 - a. Certification of Personnel (17A-11)
 - b. Individual Personal Affidavit (17A-27)
 - c. Completed fingerprint card and \$51 fingerprint processing fee.**
- [] 5. Pharmacist-in-charge must submit:
 - a. Certification of Personnel (17A-11)
 - b. Completed fingerprint card and \$51 fingerprint processing fee.**
- [] 6. Approved wholesale credit application or wholesale agreement
(NOTE - Not needed non-profit organization)
- [] 7. A copy of the last inspection report.
- [] 8. A statement indicating that you maintain records of controlled substances or dangerous devices dispensed to California patients, so that those records are readily retrievable from other drugs dispensed.
- [] 9. Two prescription labels that include a toll free number.
- [] 10. A list of pharmacists and their license numbers for those who fill prescriptions for California residents.
- [] 11. An original letter from your state board verifying your state license is current and in good standing. The state seal must be embossed on the letter.

See ownership section for specific requirements, section B-D

**** Effective January 1, 2001, the Board of Pharmacy requires all applicants for a new license to have not only a California Department of Justice (DOJ) criminal record check but also a federal background check. No license will be issued without background clearances from both agencies.**

In order to complete the federal criminal record check, each owner, partner, corporate officer, major shareholder or director must submit rolled fingerprints on cards provided by the board and include a separate fee of \$51. You may contact the board to request fingerprint cards at (916) 574-7900. You may also request cards on our website at www.pharmacy.ca.gov.

Fingerprints should be taken by a person professionally trained in the rolling of prints. Fingerprint clearances from cards take approximately six weeks. Poor quality prints may result in rejection and will substantially delay licensing as additional fingerprint cards will be required from you for processing.

Fingerprint Requirements

California Residents

The board will only accept Live Scan Service Forms from California residents.

Complete a Live Scan Request form and take all 3 copies to a Live Scan site for fingerprint scanning. Please refer to the Instructions for completing a "Request for Live Scan Service" form. (Live Scan processing fees are paid directly at the Live Scan site.) Live Scan sites are located throughout California. For more information about locating a Live Scan site near you, visit the Department of Justice website at <http://caag.state.ca.us/app/contact.pdf> or the sources listed on the bottom of the instructions for completing a "Request for Live Scan Service" form.

The lower portion of the Live Scan Request form must be completed by the Live Scan operator verifying that your prints have been scanned and all applicable fees have been paid. Attach the second copy of the form to your application and submit to the board.

Non California Residents

If an owner, partner, corporate officer, major shareholder or director reside out of state they must submit rolled fingerprints on cards provided by the board and include a separate fee of \$51 (\$32 California Department of Justice (DOJ) fee and \$19 FBI fingerprint processing fee. You may contact the board to request fingerprint cards at (916) 574-7900. You may also request cards on our website at www.pharmacy.ca.gov.

Fingerprints submitted on cards should be taken by a person professionally trained in the rolling of prints. Fingerprint clearances from cards take approximately six weeks (live scan is faster). Poor quality prints may result in rejection and will substantially delay licensing as additional fingerprint cards will be required from you for processing.

The board will only accept fingerprint cards from residents outside of California.